



**The Town of Hilton Head Island  
Regular Town Council Meeting  
Tuesday, January 4, 2011  
4:00 P.M.  
AGENDA**

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As a courtesy to others please turn off all cell phones and pagers during the Town Council meeting.

- 1) **Call to Order**
- 2) **Pledge to the Flag**
- 3) **Invocation**
- 4) **FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) **Proclamations and Commendations**
  - a. Human Trafficking Awareness Month
- 6) **Approval of Minutes**
  - a. Regular Town Council Meeting of December 21, 2010
- 7) **Report of the Town Manager**
  - a. Town Manager’s Items of Interest
  - b. Jacquie Houck, Public Tennis, Inc. – Check Presentation of Fifth Installment of \$7,500.
  - c. Semi-Annual Report of the Design Review Board – Tom Parker, Chairman
- 8) **Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Relations Committee – George Williams, Chairman
  - c. Report of the Personnel Committee – Bill Ferguson, Acting Chairman, Chairman
  - d. Report of the Planning and Development Standards Committee – Bill Ferguson, Chairman
  - e. Report of the Public Facilities Committee – Kim Likins, Chairman
  - f. Report of the Public Safety Committee – Bill Harkins, Chairman
- 9) **Appearance by Citizens**
- 10) **Unfinished Business**

None.

**11) New Business**

**a. Recommendation to increase amount for 2011 forward funded Accommodations Tax Grant applicants by 2.6%.**

Consideration of a recommendation from the Accommodations Tax Advisory Committee that the Town Council of the Town of Hilton Head Island award a 2.6% increase to the amount previously approved in 2010 for those Accommodations Tax applicants who requested forward funding for Grant Year 2011.

**12) Executive Session**

a. Land Acquisition

**13) Adjournment**

# *Proclamation*

**Whereas**, on January 11, 2011 the Lowcountry Coalition Against Human Trafficking will host human trafficking awareness events and continue a state-wide initiative to raise awareness about and eradicate human trafficking;

**Whereas**, the United States “National Human Trafficking Awareness Day” is observed each January 11<sup>th</sup> as established by S. CON. RES. 40 of the 110<sup>th</sup> Congress;

**Whereas**, the people of South Carolina are committed to the protection of individual freedom, which necessitates the elimination of human trafficking in all its forms including commercial sexual exploitation, debt bondage, involuntary servitude, forced marriage, forced labor, and all forms of slavery;

**Whereas**, to successfully combat human trafficking the people of South Carolina must be informed about the problem in its local and global context, and;

**Whereas**, the efforts by individuals, businesses, organizations, and governing bodies to promote the observance of “Human Trafficking Awareness Day” on January 11<sup>th</sup> of each year represents one of the examples of the ongoing commitment in the United States to raise awareness of and to actively combat human trafficking;

**NOW, THEREFORE, I, Drew A Laughlin, Mayor, of the Town of Hilton Head Island, South Carolina**, in recognition of the Lowcountry Coalition Against Human Trafficking initiatives to combat human trafficking, and the designation and observance of “Human Trafficking Awareness Day” on January 11<sup>th</sup> each year in South Carolina, do hereby proclaim January, 2011 as,

## **Human Trafficking Awareness Month**

in the Town of Hilton Head Island, South Carolina, to raise awareness of and opposition to human trafficking in all its forms.



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*Drew A. Laughlin, Mayor*

*Attest:*

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*Betsy Mosteller, CMC Town Clerk*

**THE TOWN OF HILTON HEAD ISLAND**  
**REGULAR TOWN COUNCIL MEETING**

**Date:** Tuesday, December 21, 2010

**Time:** 4:00 P.M.

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Ken Heitzke, *Mayor Pro-Tem*;  
George Williams, Bill Harkins, Drew Laughlin, Bill Ferguson, Kim Likins, *Council Members*.

**Present from Town Staff:** Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities*; Brad Tadlock, *Deputy Fire Chief, Operations*; Nancy Gasen, *Director of Human Resources*; Julian Walls, *Facilities Manager*; Paul Rasch, *Emergency Management Coordinator*; Rene Phillips, *Website/Court Systems Administrator*; Vicki Pfannenschmidt, *Executive Assistant*; Kim Kominski, *Administrative Assistant*

**Present from Media:** Tom Barton, *Island Packet*

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- 1) **CALL TO ORDER**
- 2) **PLEDGE TO THE FLAG**
- 3) **INVOCATION**
- 4) **FOIA COMPLIANCE** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) **PROCLAMATIONS AND COMMENDATIONS**  
None.
- 6) **APPROVAL OF MINUTES**
  - a. **Regular Town Council Meeting of December 7, 2010**  
Mr. Heitzke moved to approve. Mr. Harkins seconded. The minutes were approved by a vote of 6-0.
  - b. **Inaugural Town Council Meeting of December 7, 2010**  
Mr. Heitzke moved to approve. Mr. Williams seconded. The minutes were approved by a vote of 6-0.
- 7) **REPORT OF THE TOWN MANAGER**
  - a. **Town Manager's Items of Interest**  
The Town Manager reported on some items of interest.
  - b. **2010 Town Council Targets and Goals – year end update**  
Steve Riley noted the year end update was included in the agenda package and invited Council to contact him or staff if they had any questions.

8) **REPORTS FROM MEMBERS OF COUNCIL**

**a. Appointments to Council Committees**

Mayor Laughlin made the following Committee appointments:

**Personnel**

Council Member – Ward 3 – Chair  
Bill Ferguson, Acting Chairperson  
Kim Likins  
Alternate: George Williams

**Planning & Development Standards**

Bill Ferguson, Chair  
Ken Heitzke  
Bill Harkins  
Alternate: Kim Likins

**Public Safety**

Bill Harkins, Chair  
Bill Ferguson  
Kim Likins  
Alternate: Council Member – Ward 3  
Acting Alternate: George Williams

**Intergovernmental Relations Committee**

George Williams, Chair  
Ken Heitzke  
Council Member – Ward 3  
Alternate: Mayor Laughlin

**Public Facilities Committee**

Kim Likins, Chair  
George Williams  
Bill Harkins  
Alternate: Bill Ferguson

**Lowcountry Council of Governments Representatives**

George Williams  
Council Member, Ward 3

**Airport Advisory Board Liaison**

Ken Heitzke

**b. General Reports from Council**

Mr. Williams reported the Intergovernmental Relations Committee met today to review the MASC priorities for the upcoming legislative session. He said the Committee asked staff to review the priorities and the Committee will be discussing them in January for consideration of recommendations to Town Council.

**9) APPEARANCE BY CITIZENS**

None.

**10) UNFINISHED BUSINESS**

None.

**11) NEW BUSINESS**

- a. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island authorizing a special election to be held on February 15, 2011 for the purpose of filling Town Council Ward 3 vacant seat.**

Mr. Heitzke moved to approve. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

- b. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of a contract between the Town of Hilton Head Island, South Carolina and the South Carolina Department of Health and Environmental Control – Office of Ocean and Coastal Resource Management related to a grant of up to one million dollars for the Port Royal Beach Nourishment Project.**

Mr. Heitzke moved to approve. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

- c. Check presentation from OCRM for the Port Royal Beach Nourishment Program.**

South Carolina Representatives Bill Herbkersman and Andy Patrick presented the check to Mayor Laughlin.

- d. Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, establishing the Town of Hilton Head Island Destination 2020 Guiding Principles, the Five Year (2016) Goals, 2011 Policy Agenda/Targets for Action, and 2011 Management Agenda.**

Mr. Heitzke moved to approve. Mr. Williams seconded. Mr. Ferguson stated he had questions and concerns on too many items to vote in favor of the priorities at this time. Mayor Laughlin said Town Council planned on meeting again in six months for review of the items. Steve Riley noted that due to the vacant Town Council seat, Mr. Ferguson's absence from the workshop and Mr. Heitzke's limited absence due to appointments, it was decided they would meet again in six months to go over the priorities and adjust them, if necessary. The motion was approved by a vote of 5-1. Mr. Ferguson was opposed.

**12) EXECUTIVE SESSION**

**a. Land Acquisition**

Mr. Riley said that he needed an executive session for contractual matters relating to land acquisition, including potential joint purchases with Beaufort County, legal matters pertaining to pending and potential litigation; and personnel matters pertaining to the reappointment of the Town Attorney.

At 4:13 p.m., Mr. Heitzke moved to go into Executive Session for the reasons stated by the Town Manager. Mr. Williams seconded. The motion was approved by a vote of 6-0.

Mayor Laughlin called the meeting back to order at 5:21 p.m. and asked if there was any business to take up as a result of executive session.

**b. Consideration of Reappointment of the Town Attorney**

Mr. Heitzke moved that the Town Council for the Town of Hilton Head Island adopt a resolution authorizing the Mayor to execute a contract of employment with Gregory M. Alford as Town Attorney. Mr. Ferguson seconded. The motion was approved by a vote of 6-0.

**13) ADJOURNMENT**

At 5:22 p.m., Mr. Ferguson moved to adjourn. Mr. Heitzke seconded. The motion was approved by a vote of 6-0.

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Vicki Pfannenschmidt, Secretary

Approved:

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Drew A. Laughlin, Mayor



# Items of Interest

## January 4, 2011

### 1. Town News

- a) Fire & Rescue's Lt. Dave Britton has earned his Bachelor of Arts in Business Administration Management degree from Keiser University.

(Contact: Lavarn Lucas, Fire Chief, 682-5153)

- b) Robert Gancarz graduated from the South Carolina Fire Academy on December 17<sup>th</sup>. During the ceremony Robert was present the **Pride of the Battalion Award**. The Pride of the Battalion is chosen by the full-time instructor staff that worked with the students during the recruit school. The award is given to the student who has demonstrated Leadership, Integrity, Determination and Good Value. Robert began shift work on December 21<sup>st</sup>, assigned to A-Shift.

(Contact: Lavarn Lucas, Fire Chief, 682-5153)

### 2. Noteworthy Events

- a) Some of the upcoming meetings at Town Hall:
- Planning Commission – January 5, 9:00 a.m.
  - Design Review Board – January 11, 1:15 p.m.
  - Parks and Recreation Commission – January 13, 3:30 p.m.
  - Town Council – January 18, 4:00 p.m.

(Meetings subject to change and/or cancellation. Please visit the Towns' website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for meeting agendas)

### 2011 Hilton Head Island Events

Date	Time	Event	Location
Thursday January 13, 2011	7:30 p.m. – 9:30 p.m.	MLK Community Religious Service	Queen Chapel AME Church
Saturday January 15, 2011	8:00 a.m. – 12:00 p.m.	MLK Community Service Day – Breakfast & Project Work	All Saints Episcopal Church
Saturday, January 15, 2011	1:30 p.m. – 2:30 p.m.	HHIHS Coming Home Parade	HHI School Campus
Monday, January 17, 2011	10:00 a.m. – 2:00 p.m.	MLK MARCH, Keynote Presentation	HHIHS

**MEMORANDUM**

**TO:** Town Council

**FROM:** Stephen G. Riley, CM, Town Manager

**VIA:** Susan Simmons, Director of Finance

**DATE:** December 21, 2010

**RE: Increasing Amounts of 2011 Forward Funded Grants**

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**Recommendation:**

The Accommodations Tax Advisory Committee recommends that Town Council award a 2.6% increase to the amount previously approved by Council in 2010 for those Accommodations Tax applicants who requested forward funding for Grant Year 2011.

**Summary**

Through action taken on March 16, 2010, Town Council awarded a grant amount of 82% of their 2009 grants to the Arts Center of Coastal Carolina, Hilton Head Symphony Orchestra and the Town of Hilton Head Island. Those amounts were to be reviewed in the fall of 2010 after the third quarter figures were in from the State. Council also awarded a fixed amount of \$75,000 to the Native Island Business & Community Affairs Association.

**Background**

Using the first through third quarter actual figures from 2010 and the fourth quarter actual figures from 2009, it is estimated that 2010 revenue will decrease approximately 2.4% from last year versus a decrease of 5%, as predicted earlier this year.

The ATAC met on December 8, 2010 and reviewed the matter and developed and approved a recommendation that Council adjust the grants for the Arts Center of Coastal Carolina, Hilton Head Symphony Orchestra and the Town of Hilton Head Island from 82% to 84.6% of their 2009 Grants. See the attached recommendation letter.

**MEMORANDUM**

**TO:** Town Council  
**VIA:** Steve Riley  
**FROM:** Willis O. Shay, Chairman  
Accommodations Tax Advisory Committee  
**DATE:** Dec 16, 2010  
**RE:** Increasing amounts of forward funded grants  
**CC:** Accommodations Tax Advisory Committee

On December 8, 2010, the Accommodation Tax Advisory Committee met to consider an adjustment of the 2011 forward funded grants to recognize 2010 ATAX revenue. From information provided to the committee by Susan Simmons, it appears that using the 2010 first three quarters actual and the fourth quarter estimated, the year will be down only 2.4% from last year instead of the 5% predicted. Therefore, the Committee recommends that Council consider adjusting the grants for the Arts Center of Coastal Carolina, the Hilton Head Symphony Orchestra and the Town of Hilton Head Island from 82% to 84.6% of their 2009 Grants.

Respectfully submitted,

Willis O. Shay, Chairman

**2011 Forward Funded Grants Recommendation**

	Approved by Council 3/16/10*	Recommended Adjustment**
Arts Center of Coastal Carolina	\$ 339,924	\$ 350,703
Hilton Head Symphony Orchestra	\$ 139,400	\$ 143,820
Native Island Business & Comm. Affairs Assoc.***	\$ 75,000	\$ 75,000
Town of Hilton Head Island	\$ 861,000	\$ 883,384
	<u>\$ 1,415,324</u>	<u>\$ 1,452,907</u>
Increase	\$ 37,583	

\*82% of 2009 grant

\*\*84.6% of 2009 grant

\*\*\*Unadjusted by Council